



**CITY OF AMERY  
BOARD OF REVIEW AGENDA  
May 14, 2025 @ 10:00 a.m.**

At the Amery City Center, 104 Maple St. W., Amery, Wisconsin  
City Council Chambers  
715-268-7486; cityhall@amerywi.gov

1. Call Board of Review (BOR) to order & Meeting Recording Announcement.
2. Roll Call - Confirmation of appropriate Board of Review and Open Meeting notices.
3. Select a Chairperson for Board of Review.
4. Select a Vice-Chairperson for Board of Review.
5. Verify that at least one member has met the mandatory training requirements.
6. Verify that the City has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)(af)).
7. Review of new laws.
8. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
9. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests.
10. Review the Assessor's level of assessment (Annual Assessment Report or similar document).
11. Receipt of the Assessment Roll by Clerk from the Assessor.
12. Receive the Assessment roll and sworn statements from the Clerk.
13. Review the Assessment Roll and Perform Statutory Duties:
  - Examine the roll,
  - Correct description or calculation errors,
  - Add omitted property, and
  - Eliminate double assessed property.
14. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats.).
15. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll.
16. Allow taxpayers to examine assessment data.
17. During the first two hours, consideration of:
  - a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause.
  - b. Requests for waiver of the BOR hearing allowing the property owner an appeal directly to circuit court,
  - c. Requests to testify by telephone or submit sworn written statement,
  - d. Subpoena requests, and
  - e. Act on any other legally allowed/required Board of Review matters.
18. Review Notices of Intent to File Objection.
19. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.
20. Consider/act on scheduling additional Board of Review Date(s).
21. Adjourn (to future date if necessary).

Respectfully Submitted,

Taylor Larson  
City Clerk-Treasurer

Posted: May 12, 2025 – Amery City Hall, Amery Area Public Library, and Police Dept.

**NOTICE**

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. IF A PERSON WITH A DISABILITY REQUIRES THAT THE MEETING BE ACCESSIBLE OR THAT MATERIALS AT THE MEETING BE IN AN ACCESSIBLE FORMAT, CALL THE AMERY CLERK'S OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMMODATIONS. TEL: 715-268- 3410.